



EVENT INDUCTION CHECKLIST

NZYF/HS/014

25/06/2015

This checklist has been created to help you complete a concise induction of all volunteers and participants at your event. All Health and Safety resources can be found on the website:

<http://www.youngfarmers.co.nz/club-resources-and-templates/>

EVENT SITE ADDRESS:	
NAME OF PERSON CONDUCTING INDUCTION	
POSITION OF PERSON CONDUCTING INDUCTION	
INDUCTION DATE AND TIME	
CONTACT PHONE NUMBER	

The following must be covered during the onsite induction

Completed (tick here)	Requirements
	1. Event Safety Plan Review – reinforce the need to comply with the Event Safety Plan and go over the Event Rules
	2. Significant Site Hazards – review the significant site hazards that are current or will be onsite, that may affect all attendees
	3. Site Emergency Procedures and Emergency Equipment – discuss the emergency contact list, who is trained in first aid, where first aid kits and fire extinguishers are located <u>Accident Procedures:</u> 1. Stay Calm; 2. Shut down any plant or equipment; 3. Provide First Aid if someone is injured; 4. Dial 111 and ask for the appropriate emergency services; 5. Arrange for someone to meet them at the front of site when they arrive
	4. Personal Protective Equipment (PPE) – explain the need to comply with the PPE requirements for hazards identified
	5. Restricted/No Go Areas – inform everyone where they can and can't go



EVENT INDUCTION CHECKLIST

NZYF/HS/014

25/06/2015

	6. Accident Reporting Procedures – discuss the process and outlined the importance of reporting all accidents, incidents and near misses immediately to the Emergency Controller
	7. Site amenities – location of toilets and other amenities
	8. Weather – discuss potential weather conditions and associated hazards
	9. Children – outline the need to ensure all children are supervised at all times
	10. Any additional safety information

Once the induction is completed, please enter your details below, verify it's been completed by signing and keep all induction forms for your reference.

NAME OF PERSON CONDUCTING INDUCTION	
SIGNATURE	
DATE	